



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

## **SENIOR INSURANCE RATE ANALYST**

**\$4,724 - \$5,741**

**RATE FILING BUREAU**

**SAN FRANCISCO**

**RESPONSIBILITIES:** Under direction, the incumbent will lead a team of rate analysts, assign work, review worksheets and written recommendations to assure accuracy and timely completion of rate filings. Typical duties will include but are not limited to: review and analyze rate filings containing rates, rating plans, rating systems, manual rules and policy forms to determine completeness and accuracy of data, impact on rates, appropriateness of forms, and compliance with California Insurance Code and California Code of Regulations; finalize worksheets and recommendations prepared by rate analysts; monitor proper operation of private passenger automobile class plans and rate filings to ensure consistency; promote professional development of team members by providing opportunities and guidance to expand job and career related knowledge and skills; handle and complete administrative functions such as assistance at the Public Viewing Desk, inquiries from other Bureaus and Departments, performing supervisory duties in the absence of the Bureau Chief, and maintaining organizational and operational functions for the assigned team; and complete individual projects or assist in group projects as assigned by management.

### **DESIRABLE QUALIFICATIONS:**

- Ability to provide direction and leadership;
- Ability to communicate effectively and analyze administrative and technical problems;
- Ability to develop effective working relationships with all levels of staff;
- Willingness to pursue professional enhancement activities by acquiring and maintaining an advanced working knowledge of insurance products, laws, practices, and procedures through independent study and continuing education courses.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Senior Insurance Rate Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Shari Yamamoto, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “SIRA #219-4435-xxx” on the State application.** For additional information, please call (916) 492-3418.

**FINAL FILING DATE:**     **May 18, 2001 or until filled**

**NOTE:**     **Interested individuals, including list eligibles, must submit state application in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

vov05/08/01